

## Tenure Review Timelines 2015-2016

Note: Dates in **Bold Type** are required deadlines taken from AFA Contract Article 30.  
All other dates are recommended timelines to meet the deadlines.

### FALL SEMESTER 2015

<b>Week 2</b> By 8/28/15	<ul style="list-style-type: none"> <li>The Office of the Dean of Curriculum and Educational Support Services: <ul style="list-style-type: none"> <li>notifies probationary faculty members via District email of their responsibilities in the tenure review process, attaching all needed forms and the timelines for the year.</li> <li>notifies tenure review team members of their duties via District email, attaching all needed forms and the timelines for the year.</li> </ul> </li> <li>Supervising administrators retrieve <i>blue file folders</i> from Human Resources Department for Contract II and III probationary faculty.</li> </ul>
<b>Week 4</b> <b>By 9/11/15</b>	<ul style="list-style-type: none"> <li><b>Mandatory Deadline:</b> Probationary faculty member submits the following documents (email preferred) to the supervising administrator on the team: Self-Assessment/Duties Assessment, schedule of classes and/or other student contact activities and accompanying course syllabi.</li> <li><b>Supervising Administrator reports</b> membership of tenure review team to Dean CESS.</li> </ul>
<b>Week 5</b> By 9/18/15	Tenure review teams meet to discuss the process, team members' responsibilities, deadlines, and scheduling of fall observation visits and student evaluations.
October-November:	<ul style="list-style-type: none"> <li>Team members conduct fall student contact observations and student evaluations.</li> <li>Supervising administrators prepare summaries of student evaluations.</li> <li>Each team member completes his/her <i>Team Member Report</i>. (<i>Week 17, No later than 12/11/15</i>)</li> </ul>
<b>Week 18</b> By 12/18/15	<ul style="list-style-type: none"> <li>Individual team members meet with probationary faculty member to review and sign their <i>Team Member Report</i>.</li> <li>Tenure review team meets, agrees on author and content of <i>Yearly Report</i>.</li> </ul>

### SPRING SEMESTER 2016

<b>Week 1</b> By 1/22/16	<ul style="list-style-type: none"> <li>Probationary faculty member delivers responses, if any, to <i>Team Member Reports</i> to the supervising administrator.</li> <li><i>Yearly Report</i> and <i>Minority Yearly Reports</i> are completed.</li> <li>Tenure review team meets with probationary faculty member to discuss the <i>Yearly Report</i>.</li> </ul>
<b>By 1/29/16</b>	<b>Mandatory Deadline:</b> <ul style="list-style-type: none"> <li>Supervising administrator delivers <i>Yearly Report</i>, Minority Yearly Reports (if any), and file folder containing the current and previous years' complete files to the Dean of Curriculum and Educational Support Services.</li> <li>Probationary faculty member delivers her/his responses, if any, to the <i>Yearly Report</i> to the Dean of Curriculum and Educational Support Services.</li> </ul>
By 2/10/16	Dean CESS completes administrative review and routes files for review.
By 2/15/16	VPAA/AS makes a recommendation on tenure to the Superintendent/President.
By 2/25/16	Superintendent/President makes a recommendation on tenure or early tenure to the Board of Trustees
<b>By 3/15/16</b>	<b>Mandatory Deadline:</b> Board of Trustees makes a decision on the recommendations regarding tenure. Within 10 days after the Board meeting. Superintendent/President sends written notification of the Board's decision to the probationary faculty members and to Human Resources.
By 5/15/16	Spring semester observation reports, student evaluations, summaries of student evaluations and individual Team Member Reports completed; and sent to HR for inclusion in tenure review file.
By 8/15/16	Summer term observation reports, student evaluations, summaries of student evaluations and individual Team Member Reports completed; and sent to HR for inclusion in tenure review file.